

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, DELEGATING SUPERVISION OF THE CITY SECRETARY AND DAY TO DAY MANAGEMENT OF THE CITY SECRETARY'S OFFICE TO THE CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Charter for the Town of Addison, Texas provides that the position of City Secretary is to be considered a staff level position appointed by the City Council; and

**WHEREAS**, the position of City Secretary is an employee of the Town of Addison, Texas; and

**WHEREAS**, the City Council appoints the City Manager who is the Chief Executive Officer and the head of the Administrative Branch of the City Government; and

**WHEREAS**, the City Manager is responsible to the City Council for proper administration for all the affairs of the City under the jurisdiction of the City Manager and to that end, the City Manager shall have the authority to manage and supervise the duties of all employees including the City Secretary; and

**WHEREAS**, the City Council desires that the City Manager be responsible for the day to day supervision subject to the discretion of the City Council to appoint and remove the City Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, THAT:**

**SECTION 1.** Effective \_\_\_\_\_, 2019, the City Manager shall be responsible for day to day supervision of the City Secretary. The City Secretary shall be responsible to the City Manager for the administration of the City Secretary Department. The City Secretary shall prepare such reports and recommendations concerning the City Secretary Department when requested by the City Manager and shall perform such other duties as may be assigned from time to time by the City Manager.

**SECTION 2.** This Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, ON THIS THE 10th DAY OF SEPTEMBER 2019.**

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Joe Chow, Mayor

ATTEST:

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Irma Parker, City Secretary